



Training & Development Services Section
Department of Employee Relations
City Hall, Room 706
www.milwaukee.gov/der/Training
jkamme@milwaukee.gov

REVISED 5/6/13

2013 TRAINING BULLETIN

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REGISTRATION PROCEDURE:

1. Courses are only for City of Milwaukee employees and are not open to MPS employees **OR** the public.
2. Read the Course Descriptions and Prerequisites (if applicable).
3. Get your Supervisor's approval to attend. **This does not mean you are confirmed.**
4. You **or** your Supervisor should provide your department's **Training Information Coordinator** (see Page 3) with the following information:
 - ☒ **Course Number**
 - ☒ **Course Title**
 - ☒ **Your Employee ID Number (6-digit)**
5. **DO NOT** contact Training & Development Services to enroll yourself or others. **ALL** enrollments must go directly through the **Training Information Coordinator** (see page 3). Supervisors must also enroll themselves or others through the **Training Information Coordinator**.
6. When a course reaches a **minimum** number of enrollments, participants will receive a confirmation letter **via e-mail** directly from Training & Development Services (*Judy Kammermann*). Do not attend unless you have received an e-mail confirmation.
7. If a course is canceled due to low enrollment, you and your **Training Information Coordinator** will be notified via e-mail.
8. Please **do not attend** a course if you have not been confirmed.

COURSES IN THIS BULLETIN ARE FREE *unless otherwise noted.*

QUESTIONS? Send an e-mail to jkamme@milwaukee.gov.

TRAINING INFORMATION COORDINATORS

(Revised 03/19/2013)

DEPARTMENT	NAME	EXT.	LOCATION
Assessor	Amy Stenglein	3110	CH, Room 507
Board of Zoning Appeals	Lindsey St. Arnold	2599	809 Bldg, 1 st Floor
City Attorney, Office of	Bob Jorin	8822	ZMB, Room 716
City Clerk (<i>Common Council</i>)	Linda Elmer	2236	CH, Room 205
City Development, DCD and RACM	Laurie Hoffman-Ory <i>or</i> Judy Allen	5887 6076	809 Bldg, 2 nd Floor
City Development, HACM only	Todd Slusar	5890	809 Bldg, 3 rd Floor
City Treasurer's Office	Samantha Meagher	8774	CH, Room 103
Comptroller's Office	Diane Marek	2305	CH, Room 404
Deferred Compensation	Elaine Bieszk	5541	CH, Room 404
Election Commission	Denise Walton	5995	CH, Room 501
Employees' Retirement System	Todd Warner	2168	789 N. Water, Ste 300
Fire Department	Regina Boston-Dixon	5289	6680 N. Teutonia Ave.
Fire and Police Commission	Renee Keinert	5072	CH, Room 706-A
Health Department	Yvette Rowe	3997	ZMB, Room 315
Library, Milwaukee Public	Sha'Nese Burnell Jones	4285	814 W. Wisconsin Ave
Mayor's Office	Patty Doll	3677	CH, Room 201
Municipal Court	Mary O'Connor	6125	951 N. James Lovell
Neighborhood Services	Todd Weiler	3214	ZMB, Room 104
Police Department	Lori Resch	7952	6680 N. Teutonia Ave.
Port of Milwaukee	Donna Luty	3511	2323 S. Lincoln Memorial Dr
Department of Administration:			
• Budget & Management	Crystal Ivy	3449	CH, Room 603
• Community Develop. Grant Admin	Abigail Behl	5506	CH, Room 606
• Information & Tech Mgmt Div.	Lisa Olive	2336	809 Bldg, Room 400
• Intergovernmental Relations Div.	Mary Olinger	5584	CH, Room 606
• Business Operations	Cynthia Matz	3506	CH, Room 601
Department of Public Works:			
• Administration and Tow Lot	Edie Greene	3703	ZMB, Room 501
• Infrastructure Services	Marjorie Washington-Jones	2407	ZMB, Room 701
◦ <i>Facilities Management</i>	Kathy Thornton	3408	ZMB, Room 602
• Water Works	Laura Daniels	2802	ZMB, Room 409
• Operations Division:			
◦ <i>Fleet Services</i>	Kathy Baily	2261	2142 W. Canal St.
◦ <i>Forestry Section</i>	Toni Taylor-Johnson	3599	ZMB, Room 619
◦ <i>Sanitation Section</i>	Nicole Walter	3723	ZMB, Room 620

PURCHASING BASICS

So...you've been asked to purchase something on behalf of the City of Milwaukee...and you've heard it's not an easy process, right? The goal of this 1-hour class is to provide you with a basic overview of the procurement process at the City of Milwaukee.

- *When do you need to create a requisition?*
- *When is it necessary to go out for bid, and when can an Exception to Bid be done.*
- *What is an Exception to Bid, anyway?*
- *When is it appropriate to use the 419101 account?*

The intended audience is *anyone* who must purchase items or services for their department, enter requisitions or pay invoices.

NOTE: If you have a number of individuals in your department who would like to train together, please contact Cindy Matz at cynthia.matz@milwaukee.gov.

Get your Supervisor's OK and register through your departmental *Training Information Coordinator* (see page 3). Please do not contact *Training & Development Services* directly to enroll.

Please choose ONE Course Number...

PB-0011	Monday, May 20, 2013
PB-0012	Monday, August 19, 2013
PB-0013	Monday, November 18, 2013
TIME:	10:00 – 11:00 am
LOCATION:	<i>Room 606A, City Hall</i>

PROCARD TRAINING

A “Procard” is a MasterCard used by designated individuals with the City of Milwaukee to make City-approved purchases. This 2-hour course is required for individuals who have been selected by their department to be involved in the Procard program, and who are new to the program.

This course is not required for existing Procard cardholders, Approval official, or Procard Managers, but is it available if you would like a refresher on program requirements.

Course topics include:

- ☒ What do you need to know about the Procard program?
- ☒ Your responsibilities
- ☒ Vendor requirements
- ☒ Proper use of the Procard
- ☒ Type of purchases you can make
- ☒ Proper payment processing
- ☒ Watching for fraudulent activity on your Procard

Get your Supervisor’s OK first and register through your departmental *Training Information Coordinator* (see page 3). Please do not contact *Training & Development Services* to enroll.

Please choose ONE Course Number...

PCT-0036	Wednesday, May 8, 2013
PCT-0037	Wednesday, June 12, 2013
PCT-0038	Wednesday, July 10, 2013
PCT-0039	Wednesday, August 7, 2013
PCT-0040	Wednesday, September 11, 2013
PCT-0041	Wednesday, October 9, 2013
PCT-0042	Wednesday, November 6, 2013
PCT-0043	Wednesday, December 4, 2013
TIME:	2:30 – 3:30 pm
LOCATION:	Room 606A, City Hall

RETIREMENT PLANNING SEMINARS

This seminar SPECIFICALLY addresses City retirement benefits for employees within 2 years of retirement. This seminar is only for non-sworn personnel, and not for MPS employees.

All too frequently, employees do not begin to learn about the various aspects of retirement until it's too late...after they have already retired. This retirement information program will serve as a planning vehicle for employees nearing retirement.

This 4-hour seminar will include an overview of benefits and services available to retired employees. Topics covered are:

- ☐ Pension, including a Question and Answer session
- ☐ Life insurance benefits
- ☐ Health and Dental insurance benefits
- ☐ Social Security benefits
- ☐ Deferred compensation

The presenters of these topics will include representatives from:

- ☐ Employee Benefits Division, Department of Employee Relations
- ☐ Employees' Retirement System
 - o **REMEMBER!** Employees planning on retirement should ask for a pension benefit estimate at least **six months prior** to retirement. Employees planning on retirement must make an appointment with a pension counselor 30-90 days prior to the last day on the payroll.
- ☐ Social Security Benefits consultant
- ☐ *Nationwide Retirement Solutions* representative
 - o The Deferred Compensation program is an independent financial operation with no direct connection with the City's pension benefits. Any questions concerning this benefit should be directed to the Deferred Compensation Plan Administrator.

Please read the following if you are enrolled in the Flexible Choices Program and are retiring soon!

Flexible Spending Account - Medical: If you leave City employment and you are enrolled in a Medical-FSA, your period of coverage ends on your separation date. **You must claim reimbursement of eligible expenses within 30 days of your date of separation from the City.** Expenses incurred after your coverage ends are not eligible for reimbursement. Please contact the Employee Benefits Division at **286-3184** or **286-8111** for further information.

Flexible Spending Account - Dependent Care: Coverage for the Dependent Day Care-FSA ends on your separation date. **You must claim reimbursement of eligible expenses within 30 days of your date of separation from the City.** Contact the Employee Benefits Division at **286-3184** or **286-8111** for further information.

Any questions regarding these accounts should be directed to *eflexgroup.com, Inc.* at 1-877-933-3539 or go to <https://employee.eflexgroup.com>.

Get your Supervisor's OK and register through your departmental Training Information Coordinator (see page 3). Please do not contact Training & Development Services to enroll yourself or others.

Please choose ONE Course Number...

RETIRE-0017	Friday, June 21, 2013
RETIRE-0018	Friday, August 23, 2013
RETIRE-0019	Friday, November 15, 2013
TIME:	8:00 AM – NOON
LOCATION:	Heartland Funds building, 789 N. Water Street, 4 th Floor (near corner of Water and Wells Streets)

DEFERRED COMPENSATION WORKSHOPS/ **INFORMATION SESSIONS**

A bag or box lunch will be provided compliments of *Nationwide Retirement Solutions*.

This workshop will provide participants with information regarding retirement income source, retirement goals and more.

PLEASE CHOOSE ONE COURSE NUMBER:

PRE-RETIREMENT WORKSHOP	
#DC3-005:	Thursday, May 16, 2013
#DC3-006:	Thursday, October 17, 2013
#DC3-007:	Thursday, December 5, 2013 – CORRECTED DATE!
TIME:	12:00 – 12:45 pm
LOCATION:	City Hall, Room B-1

EMPLOYEE ASSISTANCE PROGRAM (EAP) **Lunch & Learn Workshops**

Please bring a lunch to the workshops!

DEPRESSION: <i>In the Workplace</i>			
COURSE NO.	COURSE DATE	TIME	LOCATION
EAP5-0003	Wednesday, May 8	12:00 – 1:00 PM	City Hall, Room 303
COST:	FREE		
PRESENTER:	Cris Zamora, <i>Employee Assistance Coordinator, Dept. of Employee Relations</i>		
AUDIENCE:	Management or Non-Management		
DESCRIPTION:	<ul style="list-style-type: none"> • <i>Participants will gain information on current Clinical Depression trends; learn common signs and symptoms of depression; and, learn useful “antidepressant skills” to guard against depression.</i> 		

PROFESSIONALISM: <i>Not Just A Tie and Title</i>			
COURSE NO.	COURSE DATE	TIME	LOCATION
EAP16-0002	Wednesday, May 29	12:00 – 1:00 PM	City Hall, Room B-1
COST:	FREE		
PRESENTER:	Cris Zamora, <i>Employee Assistance Coordinator, Dept. of Employee Relations</i>		
AUDIENCE:	Management or Non-Management		
DESCRIPTION:	<ul style="list-style-type: none"> • <i>Participants will learn about professionalism as it applies to specific and key work behavior traits; and, discuss and identify a personal professional development plan.</i> 		

REFLECTIVE LISTENING: <i>How to Listen Effectively</i>			
COURSE NO.	COURSE DATE	TIME	LOCATION
EAP10-0004	Wednesday, June 5	12:00 – 1:00 PM	City Hall, Room 303
COST:	FREE		
PRESENTER:	Cris Zamora, <i>Employee Assistance Coordinator, Dept. of Employee Relations</i>		
AUDIENCE:	Management or Non-Management		
DESCRIPTION:	<ul style="list-style-type: none"> • <i>Participants will learn the effectiveness of “active listening” in ensuring accurate communication and reporting; and, verbal and non-verbal skills essential to “active listening.”</i> 		

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Lunch & Learn Workshops

Please bring a lunch to the workshops!

STRESS REDUCTION: <i>Mindfulness, Relaxation and Imagery</i>			
COURSE NO.	COURSE DATE	TIME	LOCATION
EAP13-0005	Wednesday, June 19	9:00 – 10:00 am	City Hall, Room 303
COST:	FREE		
PRESENTER:	Cris Zamora, <i>Employee Assistance Coordinator, Dept. of Employee Relations</i>		
AUDIENCE:	Management or Non-Management		
DESCRIPTION:	<ul style="list-style-type: none"> Participants will learn about the mind-body connection as it relates to stress and overall well-being; and, learn various stress reduction tools that include Mindfulness, progressive muscle relaxation, and imagery. 		

DEALING WITH DIFFICULT CUSTOMERS			
COURSE NO.	COURSE DATE	TIME	LOCATION
EAP8-0003	Wednesday, June 26	12:00 – 1:00 PM	City Hall, Room 303
COST:	FREE		
PRESENTER:	Cris Zamora, <i>Employee Assistance Coordinator, Dept. of Employee Relations</i>		
AUDIENCE:	Management or Non-Management		
DESCRIPTION:	<ul style="list-style-type: none"> Participants will identify key “Do’s” and “Don’ts” to customer service; and, identify and learn how to avoid common pitfalls in dealing with particularly challenging customers/clients. 		

WORKPLACE NEGATIVITY: <i>Addressing Poor Employee Morale</i>			
COURSE NO.	COURSE DATE	TIME	LOCATION
EAP2-0007	Wednesday, July 10	9:00 – 10:00 am	City Hall, Room B-1
COST:	FREE		
PRESENTER:	Cris Zamora, <i>Employee Assistance Coordinator, Dept. of Employee Relations</i>		
AUDIENCE:	For Managers and Supervisors only		
DESCRIPTION:	<ul style="list-style-type: none"> Participants will learn how to “spot” workplace negativity; identify common causes that lead to workplace negativity; and, learn tips on how to improve and prevent workplace negativity. 		

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Lunch & Learn Workshops

Please bring a lunch to the workshops!

NEW! ASSERTIVENESS TRAINING: <i>A Guide to Getting What You Want and Need</i>			
COURSE NO.	COURSE DATE	TIME	LOCATION
EAP19-0001	Wednesday, July 17	12:00 – 1:00 pm	City Hall, Room B-1
COST:	FREE		
PRESENTER:	Cris Zamora, <i>Employee Assistance Coordinator, Dept. of Employee Relations</i>		
AUDIENCE:	Management or Non-Management		
DESCRIPTION:	<ul style="list-style-type: none"> Participants will identify their own interpersonal pattern as passive, assertive and/or aggressive; learn to differentiate between “passive,” “assertive” and “aggressive” interpersonal patterns; and, learn essential skills associated with assertiveness. 		

SUICIDE PREVENTION: <i>QPR Gatekeeper Training</i>			
COURSE NO.	COURSE DATE	TIME	LOCATION
EAP11-0003	Wednesday, July 24	12:00 – 1:00 PM	City Hall, Room B-1
COST:	FREE		
PRESENTER:	Cris Zamora, <i>Employee Assistance Coordinator, Dept. of Employee Relations</i>		
AUDIENCE:	Management or Non-Management		
DESCRIPTION:	<ul style="list-style-type: none"> Participants will become aware of suicide prevalence, risks and warning signs; explore common myths associated with suicide; and, learn how to Question, Persuade and Refer an at risk individual for help. 		

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Lunch & Learn Workshops

Please bring a lunch to the workshops!

MENTAL HEALTH IN THE WORKPLACE: <i>An Overview</i>			
COURSE NO.	COURSE DATE	TIME	LOCATION
EAP3-0006	Wednesday, July 31	9:00 – 10:00 am	City Hall, Room 303
COST:	FREE		
PRESENTER:	Cris Zamora, <i>Employee Assistance Coordinator, Dept. of Employee Relations</i>		
AUDIENCE:	Management or Non-Management		
DESCRIPTION:	<ul style="list-style-type: none"> Participants will obtain information on most common mental health disorders and their impact on the workplace; learn common mental health “red flags”; and, learn about “protective factors” that promote healthy mental health. 		

ANGER MANAGEMENT: <i>Made Easy</i>			
COURSE NO.	COURSE DATE	TIME	LOCATION
EAP18-0002	Wednesday, July 31	12:00 – 1:00 PM	City Hall, Room B-1
COST:	FREE		
PRESENTER:	Cris Zamora, <i>Employee Assistance Coordinator, Dept. of Employee Relations</i>		
AUDIENCE:	Management or Non-Management		
DESCRIPTION:	<ul style="list-style-type: none"> Participants will learn what “anger” is, what causes it, and when anger becomes a problem; how our thoughts impact anger, it’s impact on our feelings and body; and, will identify changes in behavior to better manage anger. 		

TIME MANAGEMENT: <i>Making the Best Use of it</i>			
COURSE NO.	COURSE DATE	TIME	LOCATION
EAP6-0003	Wednesday, August 7	12:00 – 1:00 PM	City Hall, Room B-1
COST:	FREE		
PRESENTER:	Cris Zamora, <i>Employee Assistance Coordinator, Dept. of Employee Relations</i>		
AUDIENCE:	Management or Non-Management		
DESCRIPTION:	<ul style="list-style-type: none"> Participants will learn procrastination busting tips; obtain prioritizing tools, and, understand the importance of effective scheduling in best managing one’s time. 		

FMIS TRAINING

MAINTAINING VENDOR INFORMATION			
COURSE NO.	DATE	TIME	LOCATION
FMIS1-0004	Thursday, May 9	1:00 – 4:30 pm	City Hall, Room B06
COST:	FREE		
PRESENTER:	Lynn Guerrero, Office of the Comptroller		
AUDIENCE:	Cross-department personnel who will be adding and maintaining vendors for both AP and Purchasing.		
<p>This course will introduce users to the process of adding new vendors as well as adding contact information and conversations with contacts to existing vendors at the City of Milwaukee. Topics include: vendor approval process, how to add and update vendors, and how to make vendor inquiries.</p> <p><u>By the end of this course participants will be able to:</u></p> <ul style="list-style-type: none">➤ Define “vendor” at the City of Milwaukee➤ Understand how the FMIS system organizes vendor information➤ Understand how vendor information is used in both purchasing and accounts payable➤ Understand the Vendor Approval Process➤ Add a vendor by creating a vendor profile and entering vendor payment terms, procurement options, and 1099 information➤ Classify vendors➤ Update vendor contacts, and vendor conversations➤ Understand inactivated vendors➤ Use “vendor search” capabilities➤ Perform on-line inquiry on vendors			

FMIS TRAINING

VOUCHER PROCESSING			
COURSE NO.	DATE	TIME	LOCATION
FMIS2-0005	Tuesday, May 7	8:30 am – 4:00 pm <i>(includes lunch break)</i>	City Hall, Room B-6
COST:	FREE		
PRESENTER:	<i>Lynn Guerrero, Office of the Comptroller</i>		
<p>This 6 ½-hour course will help utilize the key components of the accounts payable process. Topics Include: payables overview, control groups, voucher types, entry and edit processes, budget checking, on-line inquiries and accounts payable reports.</p> <p>By the end of this course participants will be able to:</p> <ul style="list-style-type: none">➤ Set up voucher control groups➤ Understand the differences between standard, express and PO vouchers➤ Enter all voucher types➤ Perform budget check➤ Edit vouchers➤ Approve vouchers➤ Perform standard voucher inquiries			

UNDERSTANDING COMMITMENT CONTROL FOR MANAGERS			
COURSE NO.	DATE	TIME	LOCATION
FMIS4-0004	Monday, May 6	8:30 – 10:30 am	City Hall, Room B-6
COST:	FREE		
PRESENTER:	Sharon Struble, DOA-ITMD		
<p>This is an introductory course for the City’s financial system concentrating on budgets and how transactions affect them. The goals of this 2-hour course are:</p> <ul style="list-style-type: none">➤ Understand at a high-level how the financial system works including a review of each of modules that are included in the system.➤ Understand how department and project and/or grant budgets are stored within the system.➤ Understand how different types of transactions affect the budgets.➤ Practical exercises on how to inquiry on budgets and their status.➤ Practical exercises on how to generate reports on budgets and their status.			

FMIS TRAINING

QUERY FOR FMIS (v9.1) FINANCIALS: BEYOND THE BASICS

COURSE NO.	DATE	TIME	LOCATION
FMIS3-0006	Monday, May 6	1:00 – 4:30 pm	City Hall, Room B-6
COST:	FREE		
PRESENTER:	<i>Jeannie Kolter, Office of the Comptroller</i>		
AUDIENCE:	This course, for experienced query users, is for those end-users who need to create more advanced queries.		
If you have no prior experience creating queries, you need to go through the “ Basic Query for FMIS Self-Study Guide ” prior to attending this class. If you need a copy of the Self Study, you can download the Guide at the following link: http://city.milwaukee.gov/der/Training/DERU			
The class builds upon the concepts covered in the “Basic Query for FMIS Financials Self-Study” course. These topics are covered:			
<input checked="" type="checkbox"/> Entering advanced selection criteria			
<input checked="" type="checkbox"/> Joining multiple tables in a single query			

DIRECT PURCHASE ORDER ENTRY

COURSE NO.	DATE	TIME	LOCATION
FMIS5-0005	Monday, May 13	1:00 – 4:30 pm	City Hall, Room B-6
COST:	FREE		
PRESENTER:	Karen Jeffries; DOA-Business Operations		
If you pay invoices against contracts established by the Purchasing Department (Procurement Services), this class will provide you the necessary skills to:			
<ul style="list-style-type: none">• Create a Direct PO• Determine the amount spent against a contract			
This course is a “hands on” course. We will go through how to enter a direct purchase order together, followed by practice scenarios.			

FMIS TRAINING

REQUISITION ENTRY			
COURSE NO.	DATE	TIME	LOCATION
FMIS6-0006	Wednesday, May 8	8:30 am – 12:30 pm	City Hall, Room B-6
COST:	FREE		
PRESENTER:	Karen Jeffries; DOA-Business Operations		
<p>This class is the sequel to the <i>Purchasing Basics</i> class. If you enter or approve requisitions to make purchases for your department, this class will allow you to learn:</p> <ul style="list-style-type: none">• <i>How to enter a new requisition</i>• <i>Who is the Purchasing Agent assigned to the requisition</i>• <i>An easy template for entering requisitions</i>• <i>How to “approve” a requisition</i> <p>This course is a “hands on” course. We will go through how to enter a requisition together, followed by practice scenarios for you to enter requisitions on your own.</p>			

UNDERSTANDING FINANCIAL TRANSACTIONS FOR MANAGERS			
COURSE NO.	DATE	TIME	LOCATION
FMIS7-0004	Thursday, May 9	8:30 – 10:30 am	City Hall, Room B-6
COST:	FREE		
PRESENTER:	Sharon Struble, DOA-ITMD		
<p>This is an introductory course for the City’s financial system. The emphasis will be transactions that impact the City’s General Ledger. The goals of this 2-hour course are:</p> <ul style="list-style-type: none">➤ Understand at a high-level how the financial system works including a review of each of modules that are included in the system.➤ Practical exercises on how to inquiry on financial transactions including NVision reports.➤ Practical exercises on how to generate reports on financial transactions.➤ Q & A session <i>(optional)</i>			

FMIS TRAINING

CASH RECEIPTS & ENTRY			
COURSE NO.	DATE	TIME	LOCATION
FMIS8-0004	Wednesday, May 8 THIS CLASS IS CANCELED!	1:00 — 4:30 pm	City Hall, Room B-6
COST:	FREE		
PRESENTER:	Pam Nash, Comptroller's Office		
<p>This course features how to use the cash receipt and entry process in the FMIS system. Topics include: how to enter deposit information, how to enter direct journals, and how to complete a deposit form.</p> <p><i>By the end of this course participants will be able to:</i></p> <ul style="list-style-type: none">➤ Understand the overall cash receipt and entry process➤ Enter deposits➤ Enter direct journals➤ Understand how to complete a deposit form			

BILLING & ACCOUNTS RECEIVABLE PROCESSING			
COURSE NO.	DATE	TIME	LOCATION
FMIS9-0004	Friday, May 10 THIS CLASS IS CANCELED!	8:30 am — 2:30 pm <i>{includes a break for lunch}</i>	City Hall, Room B-6
COST:	FREE		
PRESENTER:	Pam Nash, Comptroller's Office		
<p>This 5-hour course functionality allows departments, which bill external customers, to create bills within FMIS, generate invoices centrally, and maintain collections information, aging and interface to Receivables and the General Ledger. The purpose of this course is to enable City departments to perform all the processes necessary to create invoices, billing reports and collections in a consistent and controlled system.</p> <p>Participants will learn to:</p> <ul style="list-style-type: none"><input type="checkbox"/> Maintain customer information<input type="checkbox"/> Define accounting distributions and charge codes for their respective departments<input type="checkbox"/> Maintain and create City invoices<input type="checkbox"/> Review aging information and the status of receivables<input type="checkbox"/> Generate appropriate reports related to bills and receivables			

HRMS TRAINING

QUERY FOR HRMS: *BEYOND THE BASICS*

COURSE NO.	DATE	TIME	LOCATION
HRMS1-0006	Tuesday, July 16	12:30 – 4:30 pm	City Hall, Room B-6
Class size is limited to 5 participants to provide a more conducive learning environment.			
COST:	FREE		
PRESENTER:	Megan Kemmerling, Department of Employee Relations		
AUDIENCE:	HR Specialists, department payroll clerks, or other personnel who perform HR functions.		
<p><u>Prerequisites:</u></p> <p>PeopleSoft HRMS users who are familiar with the HRMS system’s personal and job data components is assumed. Basic knowledge of Query or some experience creating queries is preferred, <i>but not required.</i></p> <p>All class attendees are required to go through the “Basic Query for HRMS Self-Study Guide” <u>prior</u> to attending this class. If you need a copy of the Self Study Guide, go to www.milwaukee.gov/der/Training/DERU.</p> <p>This 4 hour hands-on course builds upon the concepts covered in the “Basic Query for HRMS Self-Study Guide.” You’ll learn how the PeopleSoft database works, how to search for and run existing public queries, how to create your own queries and you will learn how adding in selection criteria can help you achieve your desired results. Once you learn the concepts of query, it can be used as a tool to make inquiries, research, and data analysis so much more simple and quick.</p> <p><u>These topics are covered:</u></p> <ul style="list-style-type: none">☑ Understanding how Query works in HRMS (v9.1)☑ Learn how to find the correct record to create new queries from☑ Reviewing the basic concepts of Query☑ Entering advanced selection criteria			

HRMS TRAINING

HIRE WORKFORCE			
COURSE NO.	DATE	TIME	LOCATION
HRMS3-0004	Thursday, July 18	8:30 am – 12:30 pm	City Hall, Room B-6
COST:	FREE		
PRESENTER:	Megan Kemmerling, Department of Employee Relations		
AUDIENCE:	HR Specialists, department payroll clerks, or other personnel who perform HR functions that are new in this role or who would like a refresher course.		
<p>This 4-hour course is designed for departmental HR and Payroll personnel who handle details associated with the hiring of employees. Topics range from Hiring and Rehiring Employees on Regular and Non Regular Appointments, adding additional information related to new hires, and hiring using position management.</p>			
<p><u>The goals of this 4-hour course is for the trainee to learn how to:</u></p> <ul style="list-style-type: none">☑ Understand Hire Workflow and the guidelines associated with it☑ Hire an employee – Enter personal and job data information, and also how to hire using Position Management☑ Enter additional employee information including emergency contacts, driver’s license, personnel requisitions, additional languages spoke, and educational information☑ Rehire an employee			

HRMS TRAINING

HRMS ASK: HAVE HRMS QUESTIONS? JUST ASK!			
COURSE NO.	DATE	TIME	LOCATION
HRMS6-0001	Friday, July 19	12:30 – 4:30 pm	City Hall, Room B-6
<i>Class size is limited to 5 participants to provide a more conducive learning environment.</i>			
<u>IMPORTANT & REQUIRED!!!</u> <i>Course participants must submit <u>detailed questions in advance</u> to Megan Kemmerling (mkemme@milwaukee.gov) <u>at least 3 days prior to the session.</u></i>			
COST:	FREE		
PRESENTER:	Megan Kemmerling, Department of Employee Relations		
AUDIENCE:	Payroll Personnel, Human Resources Staff, and other departmental personnel who perform related HR/payroll functions.		
<u>Prerequisites:</u> A basic familiarity with the PeopleSoft HRMS system is assumed. These “asking” sessions are meant for departmental Payroll/HR staff that use the HRMS system and have some familiarity with it; <u>these sessions are not meant for new users without any HRMS experience.</u>			
This 4-hour session will allow department HR staff to ask specific questions on how to maintain the personnel data in HRMS. The questions asked may range from the typical day-to-day updating of human resources information in Job Data, Personal Data, Person Profiles, or may include entering New Hires or Re-Hires. Questions asked could also include how to run pay period reports or any other type of question related to HR data in HRMS. Questions should <u>NOT</u> include anything related to Queries.			
<u>Some of The topics for these sessions may include but are NOT limited too:</u>			
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Updating Human Resources Information – Job or Personal Information <input checked="" type="checkbox"/> Questions on how to enter specific types of Employee transactions <ul style="list-style-type: none"> • What Action & Reason is appropriate • What data to update in the job data profile <input checked="" type="checkbox"/> Hiring or Rehiring an Employee - Enter personal and job data information <ul style="list-style-type: none"> • How to Hire/Rehire using Position Management <input checked="" type="checkbox"/> Entering additional employee information including emergency contacts, or driver's license, personnel requisitions, additional languages spoke, and educational information <input checked="" type="checkbox"/> Using HRMS Reports <input checked="" type="checkbox"/> View current job information, personal information, paycheck data, and leave balances for employees <input checked="" type="checkbox"/> Understand Effective Date and HRMS terminology <input checked="" type="checkbox"/> Check for and approve Self Service transactions <input checked="" type="checkbox"/> Position Management <input checked="" type="checkbox"/> Maintain earnings distribution, benefit program participation, and employment information <input checked="" type="checkbox"/> Understand Employee Separations – Termination/Retirement 			

HRMS TRAINING

HR INQUIRY FOR MANAGERS			
COURSE NO.	DATE	TIME	LOCATION
HRMS4-0005	Tuesday, July 23	1:30 – 3:00 pm	City Hall, Room B-6
COST:	FREE		
PRESENTER:	<i>Andrea Knickerbocker, Department of Employee Relations</i>		
AUDIENCE:	<i>Personnel officers, business managers, budget clerks other personnel analysts.</i>		
<p>This is the introductory course for the Human Resources Management System (HRMS).</p> <p>The goals of this course are for the trainee to learn how to:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Understand the main functions of the system <input checked="" type="checkbox"/> Access HRMS <input checked="" type="checkbox"/> Navigate within the HRMS system <input checked="" type="checkbox"/> Understand Effective Dates and HRMS terminology <input checked="" type="checkbox"/> Understand the big picture of employee data set-up and storage <input checked="" type="checkbox"/> Differentiate between the uses, format, origin, and navigation of inquiries, reports and queries. <input checked="" type="checkbox"/> Access inquiries to view employee Benefit and Human Resource summary information <input checked="" type="checkbox"/> Run queries and access their results on-line 			

HRMS TRAINING

HRMS INQUIRY & MAINTENANCE			
COURSE NO.	DATE	TIME	LOCATION
HRMS2-0004	Wednesday, July 24; 8:30 am – 12:30 pm AND Thursday, July 25; 12:30 – 4:30 pm		City Hall, Room B-6
PARTICIPANTS MUST ATTEND BOTH DAYS!			
COST:	FREE		
PRESENTER:	Megan Kemmerling, Department of Employee Relations		
AUDIENCE:	HR Specialists, department payroll clerks, or other personnel who perform HR functions that are new in this role or who would like a refresher course.		
<p>This 2-day (8-hour) course is designed for departmental HR and Payroll personnel who handle the detailed, day-to-day updating of human resources information. Indeed, maintaining information in the Human resources module is the heart of this course, for the selections made in Human Resources impact all other areas of HRMS, particularly Benefits Administration. Topics range from looking up and updating human resources information, to tracking employee benefits data, to using HR and benefits reports.</p> <p><u>The goals of this 2-day course are for the trainee to learn how to:</u></p> <ul style="list-style-type: none">☑ View current job information, personal information, and leave balances for employees☑ Understand Effective Date and HRMS terminology☑ Check for and approve Self Service transactions☑ Learn the importance of HRMS maintenance and how it should be properly maintained; We will discuss common employment scenario's and learn how Job Data should be updated to reflect these situations☑ Understand the big picture of HRMS inquiry and maintenance☑ Process personal data, job status, and other employee data changes☑ Maintain earnings distribution, benefit program participation, and employment information☑ Understand the separation workflow☑ Use standard and customized reports☑ Understand how to utilize and maintain Position Management			

E-NOTIFY FOR IN-HOUSE TRAINING OPPORTUNITIES

If you wish to receive E-mail notices, *such as this Training Bulletin*, for in-house training programs sponsored by *Employee Relations*, please subscribe to **E-Notify**.

In-house training programs are **only** open to current City of Milwaukee employees and are **not** open to MPS employees or the public.

Go to the following web site for instructions on how to subscribe to E-Notify for in-house training:

<http://city.milwaukee.gov/der/Training/Enotify>

COMPUTER SKILLS TRAINING

The Department of Employee Relations no longer offers in-house computer skills training. Instead, classes are available through *Instructing Technologies* which offers a wide variety of classes (*see below*) at their Brookfield location (555 S. Executive Drive – *near Brookfield Square*). Classes are held from 9:00 am - 4:30 pm. *Instructing Technologies* is the same vendor that presented in-house computer skills classes in the past. City employees that attend courses at *Instructing Technologies* **do not** have to pay the registration fee up-front as long as they following the Registration Instructions (*see below*).

COURSES OFFERED INCLUDE:

Office Productivity Training (2007 and 2010) -- \$150 per student, per day:

- *Access, Excel, Outlook, PowerPoint, Word*

Advanced Office Technology Training -- \$175 per student, per day:

- *MS Project, Visio*

Web Design, Reporting, Publishing Training -- \$275 per student, per day:

- *Adobe, Crystal Reports, Dreamweaver, FrontPage, HTML*

Technical Training -- \$300 per student, per day:

- *Microsoft (Server, Exchange, SharePoint)*

Project Management, Web Development, Database, Mainframe, and Vendor Specific Training:

- For pricing information contact Judy Kammermann at jkamme@milwaukee.gov. Be sure to include the **entire** Course Title(s) in the e-mail. **Note:** *Not all courses are subject to a discount.*

For a complete listing of upcoming classes AND for enrollment instructions, go to city.milwaukee.gov/der/Training/CS. Please **do not** register for a class on *Instructing Technologies'* Web site. You should access their web site **only** to view course description.